



Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
www.opi.state.mt.us

2003-2004 ANNUAL CONSOLIDATED APPLICATION

For ESEA Federal Programs Title I, Part A; Title II Part A;
Title II, Part D; Title IV, Part A; Title V, Part A;
Title VI, Part B, Subpart 1; Title VI, Part B, Subpart 2

Consolidated Application Information:

Due date: Postmarked no later than May 30, 2003

Postmark Date: ____ - ____ - ____

Return an original and one copy for each program for which
this district is the prime applicant to:

Nancy Coopersmith, Assistant Superintendent
Department of Education Services
Office of Public Instruction, Box 202501
Helena, MT 59620-2501

Project Year: July 1, 2003- September 30, 2004

Applications postmarked no later than May 30, 2003, will be approved to begin July 1, 2003. Applications postmarked after May 30, 2003, will be considered based on availability of funds. Funds for Title I, Title II, Title IV, Title V, and Title VI will be available until September 30, 2003. Payments will begin after final approval is obtained and the Cash Request Form has been received. (*Exception: Approved Title I projects will receive an automatic first payment.*)

General Project Information: This is the annual portion of the consolidated application for participation in federal programs prescribed under the Elementary and Secondary Education Act (ESEA), as amended by the "No Child Left Behind Act of 2001" (Public Law 107-110).

This application includes basic financial and program information and will be completed in its entirety **ONLY** by districts that receive and manage program funds (prime applicant districts) for any of the listed federal programs: Title I, Part A—Improving Basic Programs; Title II, Part A—Teacher and Principal Training and Recruiting Fund; Title II, Part D—Educational Technology; Title IV, Part A—Safe and Drug-Free Schools and Communities; Title V, Part A—Innovative Programs; Title VI, Part B, Subpart 1—Small Rural Schools; and Title VI, Part B, Subpart 2—Rural Low-Income Schools. **All participating districts and all prime applicant districts must edit and return the attached page 2, which reflects participation and preliminary allocation information.**

PRIME APPLICANT: The Consolidated Application requires a single legal entity prime applicant for the application. A "prime applicant" is the legal entity that files the application, receives and manages program funds, and ensures funds are audited in accordance with federal requirements.

The Prime Applicant District identified above is applying for the following program funds:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Title I, Part A | <input type="checkbox"/> Title II, Part A | <input type="checkbox"/> Title II, Part D | <input type="checkbox"/> Title IV, Part A |
| <input type="checkbox"/> Title V, Part A | <input type="checkbox"/> Title VI, Part B, Subpart 1 | <input type="checkbox"/> Title VI, Part B, Subpart 2 | |

Signature Information: The Board of Trustees submitted a Common Assurances form to the Office of Public Instruction for the 2002-03 school year, and no circumstances affecting the validity of the assurances have changed since its submittal. Further, the Board of Trustees has certified that the Common Assurances for Federal Programs and Specific Program Assurances for those programs in which this district/agency participates are accepted as the basic conditions for local participation and assistance in the operation of the projects/programs listed above.

Signature
Designated Authorized Representative
for ESEA Consolidated Application

Superintendent

Principal (if there is no Superintendent)

County Superintendent (if there is no
Superintendent or Principal)

NOTE: When personnel changes occur in the positions listed above, the new person will become the Designated Authorized Representative. This responsibility may be assumed by the Chairperson of the Board of Trustees if requested in writing to Nancy Coopersmith at the address shown at the top of this page.

ESEA Title I, Part A—Directions for Selection of Eligible Attendance Areas (Schools) and Determination of Allocation for Each Area (School)

		Complete pages 4 and 5 for each legal entity district. For example, pages 4 and 5 for Havre Elementary District (LE 0427) and pages 4 and 5 for Havre High School District (LE 0428). A K-12 district such as Superior (LE 0579) would complete pages 4 and 5 for all schools. Duplicate as needed.
1.	Determine if ranking is needed.	<p>An LEA with an enrollment of less than 1,000 students or with only one school per grade span is not required to allocate funds to schools in rank order. No ranking requirements, determination of districtwide average or determination of per pupil expenditure is necessary. These LEAs may fund schools according to the size and scope of the program. However, separate budgets for each school in these districts <u>must</u> be maintained internally by the district.</p> <p>All other LEAs with enrollment of 1,000 students or more must rank schools and allocate funds according to the directions below. These districts <u>must</u> also maintain separate budgets (internally) for each school served.</p>
2.	If ranking is required, select low-income measure.	<p>Measure may be:</p> <ul style="list-style-type: none"> • The number of children ages 5-17 in poverty from the Census (not available by school). • The number of children eligible for free/reduced lunch or free milk. • The number of children in families enrolled in FAIM or other welfare. • The number of children eligible to receive Medicaid. • A composite of the above (must be weighted).
3.	Determine “eligible attendance areas.”	<p>Calculate the percentage of children from low-income families in the LEA as a whole. <u>Fill in totals and averages in boxes across in each box in the top row for columns b, c and d.</u> Eligible attendance areas are those in which the percentage of children from low-income families is at least as high as the percentage of the LEA as a whole.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Any school attendance area may be designated as eligible if at least 35 percent of the children are from low-income families. • An LEA may skip and not serve an eligible attendance area if: (1) the school meets the comparability requirements of Section 1120A(c); and (2) the school is receiving supplemental funds from other state or local sources that are spent for programs that meet the requirements of Title I and those funds are at least the same as would have come from Title I.
4.	Determine if all eligible schools can be funded.	<p>Set-Asides</p> <p>The LEA must reserve sufficient funds to provide comparable services to children in local institutions for neglected children, if any, and, where appropriate, for homeless children not attending participating schools, and neglected and/or delinquent children in community day school programs, if any. Administrative funds for central office expenses related to Title I must also be reserved, if needed. (Indirect at the rate approved for the district by OPI can also be taken to cover some of these costs.) See page 4 for additional set-asides.</p> <p>Use of Low-Income Measure</p> <p>Funds must be allocated to eligible school attendance areas or eligible schools in rank order based on the total number of children from low-income families in each area or school. Feeder pattern data may be used for middle schools and high schools.</p> <p>Attendance Areas Below 35 Percent Poverty Rate</p> <p>When an LEA serves one or more schools with a poverty percentage less than 35 percent, the LEA must allocate to each funded school at least 125 percent of the per pupil amount of total funds received, based on the low-income measure selected by the LEA.</p>
If LEA's allocation is insufficient to fund all eligible attendance areas, go to Step 5.		
5.	Determine eligible schools to fund.	<p>Schools Above 75 Percent Poverty Rate</p> <p>The LEA first must allocate funds to eligible school attendance areas at or above 75 percent poverty rate in rank order regardless of grade span.</p> <p>Remaining funds</p> <p>If funds remain after serving all eligible school attendance areas at or above 75 percent, the LEA may rank the remaining eligible school attendance areas either districtwide or by grade span and then serve in rank order. If ranking remaining areas districtwide, the districtwide poverty average must be used. If ranking by grade span groupings, the LEA may use 1) the districtwide poverty average, or 2) the grade span poverty averages from the respective grade span groupings. If an LEA has no school attendance areas above 75 percent poverty, the LEAs may rank districtwide or by grade span groupings.</p> <p>NOTE: The district may continue to serve for one additional year an ineligible school that was eligible the previous year. (New for 2002-2003.)</p>

See directions on page 3.

ESEA Title I, Part A—Selection of Eligible Schools and Determination of Allocation for Each School

Adjusted Title I Allocation

Prime Applicant District: _____

CO: _____ LE: _____

Total Title I Allocation for LEA \$ _____

Use separate page for each district that receives an allocation, i.e., elementary, high school, or K-12 district (according to legal entity or LE).

District Set-Asides

1. Amount withheld by LEA for districtwide benefits and costs. \$ _____

Funds withheld at the district level must benefit all participating schools and must be determined in consultation with personnel and parents from participating schools, including any participating nonpublic schools.

2. 5 percent to 10 percent for Professional Development \$ _____

Funds must be used to first assist any Title I teacher and then any teacher in a Title I school to become highly qualified, as needed, to meet new requirements of the No Child Left Behind Act. Funds may also be used to assist instructional paraprofessionals, paid with Title I funds, or any instructional paraprofessional in a schoolwide program to meet the requirements of the No Child Left Behind Act.

3. Parent Involvement \$ _____
(show only 5 percent of 1 percent)

A minimum set-aside of 1 percent is required if the district's Title I allocation is \$500,000 or more. Only 5 percent of these funds may be used at the district level. Ninety-five percent of the funds for parent involvement must be included in the sub-allocation to a participating school.

4. Homeless or Neglected Programs \$ _____

See instruction on page 3, number 4.

Amount of funds available for sub-allocation to eligible schools. \$ _____

Use this per pupil amount if all schools served have 35 percent or greater poor count.

Amount Available to Schools After Set Asides	No. of Poor Students in Eligible Schools (Include Private)	Per Pupil Amount
\$ _____	÷ _____	= \$ _____

LEAs having under 1,000 students or only one school per grade span do not have to complete this section, but must complete the rest of this form to indicate which schools will be served and the allocation for each although ranking and per student amounts do not have to be observed.

Use this per pupil amount if any school served has less than 35 percent poor count.

Total LEA Allocation	Total No. of Poor Students in District (Include Private)	125%	Per Pupil Amount
\$ _____	÷ _____	X 1.25	= \$ _____

LEAs having under 1,000 students or only one school per grade span do not have to complete this section, but must complete the rest of the following page to indicate which schools will be served and the allocation for each although ranking and per student amounts do not have to be observed.

Specify Poverty Measure Used: (i.e., free and reduced meals)

(Poverty measure and enrollment must reflect

same month) Month Used: _____



See directions on page 3.

ESEA Title I, Part A—Selection of Eligible Schools and Determination of Allocation for Each School

Prime Applicant District: _____

CO: _____ LE: _____

ALLOCATION TO ELIGIBLE SCHOOLS: The district must maintain separate budgets for each school's allocation as shown below. However, if the district enrollment is less than 1,000 students or there is only one school per grade span, the district may determine which schools to serve and the allocation to each without regard to the ranking and formula provisions described on page 3.

(a) List ALL Public Schools in the District Duplicate page if necessary	(b) Enrollment			(c) No. of Poor ⁽¹⁾			(d) Percent Poor	(e) 40% poverty and 1 year planning required-- Schoolwide = 1 Targeted Assistance = 2 Eligible/Not Participating = 3 Not Eligible = 0	(f) Attendance Area Allocation (No. Poor Multiplied by Per Pupil Amount From Page 4)	(g) Allocation Generated by Public School Poor Children	(h) Allocation ⁽²⁾ Generated by Private School Poor Children
	Public	Private	Total	Public	Private	Total					
Complete boxes across with LEA Totals/Averages →											
Name of School Grades											

List below any nonpublic school to be served, if any. Funds must be listed in column (h) above in appropriate attendance areas. List below amount for services to each nonpublic school or the amount in the total pool of funds for services to all nonpublic schools to be served.

- Notes:
- (1) It is important to obtain a poor child count for kindergarten so that those children generate Title I funds for their school. The count may be calculated as a percentage of the actual count of students in subsequent grades.
 - (2) The LEA must reserve the amount of funds generated by private school children and in consultation with appropriate private school officials may (a) combine those amounts to create a pool of funds from which the LEA provides equitable services to eligible private school children in greatest need of those services; or (b) provide equitable services to eligible children in each private school with the funds generated by children from low-income families who attend that private school. In either case, private school children must reside in eligible attendance areas in order to generate allocation amounts for private schools.

ESEA TITLE I—IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED PART A—IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES (GENERAL DESCRIPTION OF PROGRAMS)

For funds set aside at district level, use box on page 6.

Prime Applicant District: _____ CO: _____ LE: _____

Duplicate this page and complete for each school receiving Title I funds. Use the *Directory of Montana Schools* to obtain school codes (SC). Use codes exactly as shown in the directory after each school name, not district name.

School Name _____ School Code (SC) _____ Grade levels served by Title I _____

Check one: ☐ Targeted Assistance (student selection required) ☐ **Schoolwide (40% poverty; one-year planning; plan approved by LEA and sent to OPI)** All schoolwide plans must be reviewed and updated to meet requirements of the No Child Left Behind Act of 2001.

Number of FTE at school level _____
(any position funded by Title I, Part A) Teachers _____ Instructional Aides _____ Parent/Family Coordinator _____ Other (specify) _____

☐ Migrant students (if any) will be served. Attach a description of services, if applicable.

Program Focus: ☐ Reading ☐ Language Arts ☐ Math ☐ Other (specify) _____

Check as many as apply below for this school only. **Program Models:**

- | | | |
|---|---|--|
| <input type="checkbox"/> In-class | <input type="checkbox"/> Pull-out | <input type="checkbox"/> Replacement |
| <input type="checkbox"/> Elective | <input type="checkbox"/> Extended day kindergarten* | <input type="checkbox"/> Before or after school* |
| <input type="checkbox"/> Summer school program* | <input type="checkbox"/> Regular year home program* | <input type="checkbox"/> Saturday Program* |
| <input type="checkbox"/> Preschool transition* | <input type="checkbox"/> School-to-Work transition | <input type="checkbox"/> Summer Home Program* |

*Attach a description of how funds will be used to support any school year/day extension programs.

Scientifically Based Research Programs or Strategies to be employed:

Complete for all areas that apply. Specify programs to be used.

•Reading

- ☐ Open Court ☐ Direct Instruction
- ☐ Other _____ ☐ Success for All

•Math

- ☐ _____
- ☐ _____

•Writing

- ☐ _____

•Computer Assisted Instruction

- ☐ _____

•Parent Involvement (Attach brief description or list of activities)

- ☐ _____

•Other (specify)

- ☐ _____

Assessment used to assist in diagnosis, teaching and learning:

- ☐ Basal or Core Reading Program Tests (specify program) _____
- ☐ Criterion Referenced Test (specify) _____

- ☐ Iowa Test of Basic Skills/Iowa Tests of Educational Development ☐ Math Textbook Tests (specify) _____
- ☐ NWEA Achievement Level Tests _____
- ☐ Degrees of Reading Power (DRP) _____
- ☐ Other Assessments (e.g., STAR Assessment, Running Records, Portfolio, etc. Specify below.) _____

Targeted Assistance Programs only: List or attach the criteria that will be used to identify eligible children most in need of services:

How will the school (and district) coordinate with professional development under Title II, Part A? _____

Attach a description of how the school (and district) will provide additional assistance under Title I, Part A to individual students assessed as needing help in meeting the state's challenging student academic achievement standards (content and performance standards)?

ESEA TITLE I—IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED PART A—IMPROVING BASIC PROGRAMS OPERATED BY LOCAL EDUCATIONAL AGENCIES (DISTRICT LEVEL STAFFING AND PROGRAMS)

Use this page to describe uses of funds set aside at the district level to benefit all eligible participating schools.
Use the *Directory of Montana Schools* to obtain district legal entity (LE) or see page 2 of this application packet.
Use code exactly as shown in directory after the district name, not individual school name.

Prime Applicant District: _____ CO: _____ LE: _____

For this Title I project, complete the following, if any funds are used for staff or services at the **district level**.
(All attachments must follow this page.)

Please provide details to explain or describe services provided at the **district level**.

Number of FTE at district level (funded by Title I, Part A)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Director	Parent/Family Coordinator	Social Services Coordinator	Other (specify) _____

Describe how the district will address requirements for highly qualified teachers and paraprofessionals. (Attach)

Indicate additional services, if applicable:

☐ Neglected (attach details) ☐ Delinquent (attach details) ☐ Homeless (attach details)

Improving Educational Opportunities for Students in Low-Performing Schools

Name of any school(s) currently identified for improvement or corrective action: _____

- What actions will the district take to assist its schools identified for improvement, if any? Attach additional sheets if needed.
- All local educational agencies with one or more Title I schools identified for improvement (which includes schools identified for corrective action) must provide all students in those schools the option to transfer to another public school in the district that has not been identified for improvement. The district must provide transportation and must use up to 5 percent of its Title I funds to do so, if needed. The district may also use up to an additional 10 percent for this transportation or supplementary services below.
- This transfer option must be provided unless state law prohibits it. (Montana law does not prohibit it.)
- Priority must be given to low-achieving children from low-income families.
- If there are no other public schools within the district at the same grade level, the district must make an effort to establish an inter-agency agreement with another district if practical.

If the above applies to any district included in this Title I project application that has one or more schools identified for improvement, please attach a detailed description of how the district will comply. This does not apply to districts with no schools identified for improvement under Title I.

Supplementary Services

- All local educational agencies (LEAs) with one or more schools identified for improvement for more than one year must provide low-income students in those schools with supplementary services such as after-school tutoring from an entity approved by the state educational agency to provide such services. Approved providers are posted on the OPI Web site. These services must be selected by the parent and provided beginning with the first school day of the 2003-2004 school year. The Office of Public Instruction will provide further information to affected districts prior to the start of the 2003-2004 school year. Affected districts will be asked to respond at that time. The district must use up to 5 percent of its allocation and may use up to an additional 10 percent for this or public school choice transportation costs above.

Coordination with Other Programs/Preschool Support

- Attach a description of how the district will coordinate and integrate services with other programs and entities that exist in the community or district including Even Start, Head Start, other preschool services, Reading First (or Reading Excellence), services for LEP children, children with disabilities, migratory children, neglected or delinquent youth, Indian children under Title VII, homeless children, and immigrant children.



Linda McCulloch, Superintendent
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Helena, Montana 59620-2501
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CFDA 84.010A

ESEA Title I, Part A—Annual Budget 2003-2004

CONTINGENT UPON AVAILABILITY OF FEDERAL FUNDS

The budget period is July 1-September 30 (15 months). Amendments to this budget must be submitted to the OPI no later than September 1, 2004. **For Title I, separate budget pages must be prepared for the elementary and high school funds unless the budgeting/fiscal unit is a K-12 district (legal entity). Please duplicate this page as needed.**

This budget page is for the
(Check only one per page.)

☐ Elem _____ (Legal Entity)
☐ HS _____ (Legal Entity)
☐ K-12 _____ (Legal Entity)

Use the allocation amounts provided by OPI to complete the Proposed Budget column. Directions for calculating the maximum indirect cost amount for Box 4 are found on the reverse side of this page. The maximum allowable carryover for districts with allocations of \$50,000 or more is 15 percent of the previous year's allocation. The 15 percent carryover limitation will be applied as of September 30. Requests for waivers to the 15 percent limit may be requested once every three years and must be made in writing by June 1. Contact the OPI Title I specialist assigned to this project for directions. Districts with allocations of less than \$50,000 are not limited to 15 percent carryover, but OPI may determine the district has excess carryover.

Prime Applicant District: _____ CO: _____ LE: _____

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. SUB-TOTAL DIRECT COSTS				
4. Indirect Costs @ ____% (See back for directions.)				
5. Equipment (\$5,000 or more per unit) Attach Details and Justification Object 7xx				
6. TOTAL BUDGET				
7. OPI Use Only: Approved By/Date				
Project No. <input type="text"/>				

OPI USE ONLY (at time of fiscal closeout of previous year's project)

☐ The final determination of fiscal year 2003 Title I carryover funds has been completed. The final amount of _____ has been amended into this budget. The most recent approved budget amount is the total available for this project year as of this date.

Signed: _____ Date: _____

For assistance with program questions contact Gwen Smith, (406) 444-5660, gsmith@state.mt.us and ask for the OPI Title I specialist assigned to this project. For fiscal questions contact Pat Dawes, (406) 444-3408, pdawes@state.mt.us.

Example Indirect Cost Calculation

To calculate Indirect Costs on Line 4: If approved rate is 4.32% and total grant award is \$40,000 and equipment cost on Line 5 is \$5,500:

$$\frac{\text{Indirect Cost Rate}}{(1.00 + \text{Indirect Cost Rate})} \times \text{Total Award less Equipment (Line 5) } (\$40,000 - \$5,500) = \text{Line 4}$$

$$\frac{.0432}{1.0432} \times \$34,500 = \$1,428.68 \text{ (Line 4)}$$

To check, multiply the approved rate times Line 3.